

**Procurement**  
**ARCHITECT-ENGINEER CONTRACTING**

**TABLE OF CONTENTS**

	Paragraph	Page
<b>CHAPTER 1. INTRODUCTION</b>		
Scope	1-1	1-1
Background	1-2	1-1
Responsibilities	1-3	1-1
Training	1-4	1-2
Internet Addresses	1-5	1-2
<b>CHAPTER 2. ACQUISITION PLANNING</b>		
Principles	2-1	2-1
Responsibilities	2-2	2-1
Definition of A-E Services	2-3	2-1
North American Industry Classification System	2-4	2-2
General Considerations	2-5	2-2
Small Business Considerations	2-6	2-2
Acquisition Plans	2-7	2-3
Contract Types	2-8	2-3
Selection of Contract Type	2-9	2-4
A-E Contracting Process	2-10	2-5
Time Standards	2-11	2-5
Streamlining Techniques	2-12	2-5
<b>CHAPTER 3. ANNOUNCEMENT AND SELECTION</b>		
Principles	3-1	3-1
General	3-2	3-1
Responsibilities	3-3	3-1
Public Announcement	3-4	3-2
ACASS	3-5	3-4
Board Membership	3-6	3-4
Selection Criteria	3-7	3-5

**CHAPTER 3. ANNOUNCEMENT AND SELECTION (Continued)**

General Procedures for Evaluation Boards	3-8	3-7
Preselection Board	3-9	3-8
Selection Board	3-10	3-9
Approval of Selections	3-11	3-10
Notifications	3-12	3-11
Debriefings	3-13	3-12
Disposition of SFs 254 and 255	3-14	3-12
Special Cases	3-15	3-12
EP 715-1-4	3-16	3-14

**CHAPTER 4. NEGOTIATION AND AWARD**

Principles	4-1	4-1
Responsibilities	4-2	4-1
Regulatory Basis	4-3	4-1
Negotiation Team	4-4	4-1
Statement of Work	4-5	4-2
Request for Price Proposal	4-6	4-2
Preproposal Conference	4-7	4-2
Partnering	4-8	4-3
Service Contract Act	4-9	4-4
Independent Government Estimate	4-10	4-4
Fact-Finding Sessions	4-11	4-4
Proposal Analysis and Prenegotiation Objectives	4-12	4-5
Negotiation of FFP Contracts	4-13	4-5
Negotiation of ID Contracts	4-14	4-8
Subcontracting Plan	4-15	4-9
Price Negotiation Memorandum	4-16	4-9
Preaward Survey	4-17	4-9
Contract Preparation and Award	4-18	4-10
Task Order Issuance	4-19	4-10
NAF Contracts	4-20	4-10
Continuing Contracts Clause	4-21	4-10

**CHAPTER 5. CONTRACT ADMINISTRATION AND MANAGEMENT**

Introduction	5-1	5-1
Principles	5-2	5-1
General	5-3	5-1

## **CHAPTER 5. CONTRACT ADMINISTRATION AND MANAGEMENT (Continued)**

Contracting Officer's Representative	5-4	5-1
Quality Management	5-5	5-2
ID Contracts	5-6	5-2
Payments	5-7	5-3
Subcontract Reporting	5-8	5-4
Resolving Performance Problems	5-9	5-4
Contract Closeout	5-10	5-5

## **CHAPTER 6. PERFORMANCE EVALUATION**

Principles	6-1	6-1
Responsibilities	6-2	6-1
Regulatory Background	6-3	6-1
General Procedures	6-4	6-2
Monitoring Performance	6-5	6-4
Interim Evaluations	6-6	6-4
Evaluation of A-E Performance after Completion of Design or Engineering Services	6-7	6-5
Evaluation of A-E Performance after Completion of Construction	6-8	6-6
Approval, Distribution and Revision of Evaluations	6-9	6-7
Marginal and Unsatisfactory Performance	6-10	6-8

## **CHAPTER 7. A-E RESPONSIBILITY MANAGEMENT PROGRAM**

Introduction	7-1	7-1
Principles	7-2	7-1
Responsibilities	7-3	7-1
Legal and Regulatory Background	7-4	7-2
Implementation	7-5	7-4
Funding	7-6	7-5
Notification, Investigation and Recovery Procedures	7-7	7-6
A-E Performance Evaluation and Contract Closeout	7-8	7-11
Reporting	7-9	7-11

**APPENDICES**

<b>APPENDIX A</b>	<b>BROOKS ARCHITECT-ENGINEER ACT</b>	<b>A-1</b>
<b>APPENDIX B</b>	<b>ACRONYMS</b>	<b>B-1</b>
<b>APPENDIX C</b>	<b>A-E CONTRACTING PROGRAM CHECKLIST</b>	<b>C-1</b>
<b>APPENDIX D</b>	<b>A-E CONTRACT CHECKLIST</b>	<b>D-1</b>
<b>APPENDIX E</b>	<b>A-E TASK ORDER CHECKLIST</b>	<b>E-1</b>
<b>APPENDIX F</b>	<b>INTERNET ADDRESSES FOR A-E CONTRACTING</b>	<b>F-1</b>
<b>APPENDIX G</b>	<b>CLASSIFICATION OF CONTRACTS AS A-E SERVICES</b>	<b>G-1</b>
<b>APPENDIX H</b>	<b>ENVIRONMENTAL SERVICES</b>	<b>H-1</b>
<b>APPENDIX I</b>	<b>SURVEYING, MAPPING AND GEOSPATIAL SERVICES</b>	<b>I-1</b>
<b>APPENDIX J</b>	<b>SMALL BUSINESS PROGRAM</b>	<b>J-1</b>
<b>APPENDIX K</b>	<b>A-E CONTRACTING PROCESS</b>	<b>K-1</b>
<b>APPENDIX L</b>	<b>TYPICAL DURATIONS FOR A-E CONTRACTING ACTIVITIES</b>	<b>L-1</b>
<b>APPENDIX M</b>	<b>STREAMLINING TECHNIQUES FOR A-E CONTRACTS AND TASK ORDERS</b>	<b>M-1</b>
<b>APPENDIX N</b>	<b>STANDARD SYNOPSIS FORMAT FOR A-E SERVICES</b>	<b>N-1</b>
<b>APPENDIX O</b>	<b>EXAMPLE SYNOPSIS FOR FIRM-FIXED-PRICE CONTRACT</b>	<b>O-1</b>

<b>APPENDIX P</b>	<b>EXAMPLE SYNOPSIS FOR INDEFINITE-DELIVERY CONTRACT</b>	<b>P-1</b>
<b>APPENDIX Q</b>	<b>A-E CONTRACT ADMINISTRATION SUPPORT SYSTEM (ACASS)</b>	<b>Q-1</b>
<b>APPENDIX R</b>	<b>CONSIDERATION OF PAST PERFORMANCE IN A-E SELECTIONS</b>	<b>R-1</b>
<b>APPENDIX S</b>	<b>EXAMPLE PRESELECTION BOARD REPORT</b>	<b>S-1</b>
<b>APPENDIX T</b>	<b>EXAMPLE SELECTION BOARD REPORT</b>	<b>T-1</b>
<b>APPENDIX U</b>	<b>ADVANCE SELECTION PROCESS</b>	<b>U-1</b>
<b>APPENDIX V</b>	<b>EXAMPLE STATEMENT OF WORK</b>	<b>V-1</b>
<b>APPENDIX W</b>	<b>REQUEST FOR PRICE PROPOSAL INSTRUCTIONS</b>	<b>W-1</b>
<b>APPENDIX X</b>	<b>INDEPENDENT GOVERNMENT ESTIMATES</b>	<b>X-1</b>
<b>APPENDIX Y</b>	<b>A-E COST INFORMATION</b>	<b>Y-1</b>
<b>APPENDIX Z</b>	<b>A-E PRICE PROPOSAL ANALYSIS</b>	<b>Z-1</b>
<b>APPENDIX AA</b>	<b>INSTRUCTIONS FOR DD FORM 2631</b>	<b>AA-1</b>
<b>APPENDIX BB</b>	<b>A-E LIABILITY ACTION FLOWCHART</b>	<b>BB-1</b>
<b>APPENDIX CC</b>	<b>DETERMINATION OF A-E LIABILITY DAMAGES</b>	<b>CC-1</b>
<b>APPENDIX DD</b>	<b>A-E LIABILITY COLLECTION AND SETTLEMENT</b>	<b>DD-1</b>
<b>APPENDIX EE</b>	<b>AERMP REPORTS</b>	<b>EE-1</b>
<b>LIST OF FIGURES</b>		
<b>FIGURE EE-1</b>	<b>ENG FORM 4858-R, ANNUAL AERMP REPORT</b>	<b>EE-2</b>
<b>FIGURE EE-2</b>	<b>ENG FORM 4858A-R, QUARTERLY A-E LIABILITY CASE REPORT</b>	<b>EE-4</b>